

PSYCHIATRIC, TESTING AND A

ITEM	PSYCHIATRIC DIVISION, M.O.	TESTING and EVALUATION DIVISION, P.Q.
A Brief Statement of Functions	Establish, maintain, and develop a psychiatric program, including prevention, consultation, treatment, and research.	Provide a personnel testing and evaluation service at headquarters to aid in the selection and proper utilization of clerical, stenographic, and junior professional employees; and to provide testing assistance to field recruiters.
B Scope of Program	Agency-wide. Includes new employees, those on duty and those going overseas	Headquarters, for employees in Grades 2 to 9.
C Case Sources	<ul style="list-style-type: none"> a. Medical Office - resulting from Medical Examinations. b. Personnel Office, Personnel Relations Branch. c. Office of Training, Assessment and Evaluation Staff. d. Inspection and Security Office. e. Operating Officials. 	<ul style="list-style-type: none"> a. Placement Officers, Personnel Division, Overt and Covert. b. Interim Assignment Branch (formerly Personnel Pool). c. Recruitment Officers, Personnel Procurement Division.
D Bases for Referral	<ul style="list-style-type: none"> a. History of psychiatric treatment indicated in persons file (medical, personnel and security files). b. Allegations indicating psychiatric condition are made against an employee. c. Emotional disturbances occurring during employment. 	Need for determination of applicants or employees ability to meet requirements for appointment or reassignment (such reassignments might or might not involve promotions).
E Action (An outline of procedures)	<ul style="list-style-type: none"> a. Diagnosis b. Provide or arrange for treatment, if required, AND/OR c. Determine emotional suitability: <ul style="list-style-type: none"> (1) For employment if an applicant (2) For continued employment if an employee (3) For appropriateness of assignment (or proposed assignment) if an employee d. Recommend to C/MO as to: <ul style="list-style-type: none"> (1) Acceptance or rejection of applicant (2) Retention or release of employee (3) Assignment of employee 	<ul style="list-style-type: none"> a. Schedule tests b. Administer tests c. Determine results of tests d. Forward reports of test results to Placement Officers.
F Disposition of Cases	It is estimated that 5% of the estimated 230 cases handled by the M. O. each month will be disqualified for psychiatric reasons.	The monthly workload averages 300 applicants and 150 employees tested. No information is available as to disposition of these cases.

ASSESSMENT PROGRAMS

ASSESSMENT BRANCH, A. + E. STAFF, O. T.	COMMENT
<p>Establish, maintain, and develop an assessment program for the support of the Office of Training and to render psychological assessment service to Agency components.</p>	<ol style="list-style-type: none"> 1. <u>Psychiatric</u>. This function provides for a determination as to the emotional health of the applicant or employee just as the usual medical examination determines his physical health. 2. <u>Testing</u>. This function determines, for a limited group of applicants and employees, the mental ability to meet minimum job requirements. 3. <u>Assessment</u>. This function provides for assessing a group of employees selected for a particular program (Junior Officer Training Program) and employees for whom certain sensitive assignments are contemplated.
<p>Office of Training and Operating elements</p>	<p>An employee may be subjected to more than one of these programs but for different purposes and at different times.</p>
<p>. As of 3 April 1953 the origin of the last 50 requests were stated to have been as follows:</p> <p>Office of Training 11</p> <p>Medical Office 1</p> <p>Operating Offices, primarily Clandestine services 38</p> <p>The Inspection & Security Office represents an additional possible case source.</p>	<ol style="list-style-type: none"> 1. Testing receives all of its cases from Personnel components and has no sources in common with the other programs. 2. Psychiatric and Assessment are sources for each other as to cases one program is processing which indicate a need for advice or determination by the other program. 3. Inspection and Security Office is the only common source for Psychiatric and Assessment programs other than the Operating Offices.
<ol style="list-style-type: none"> a. For determination of aptitudes and progress of trainees. b. For advice as to suitability of employee for a particular assignment. 	<p>There are no common factors leading to referrals.</p>
<ol style="list-style-type: none"> a. Use psychological techniques to assess or evaluate leadership, mental ability, social adaptability and suitability for job environment. b. Analyze results. c. Prepare assessment report. 	<p>Procedures do not indicate duplication.</p>
<p>Of the fifty cases covered by Item C Above, about 30% received unfavorable assessments or assessments tending toward unfavorable.</p>	<p>Steps should be taken to provide for the Testing Program a procedure for determining the action taken with respect to persons tested.</p>